

<p style="text-align: center;">CJA 24 Authorization and Voucher for Payment of Transcript</p>
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CJA 24:

If you wish to seek authorization for preparation of a transcript, you may request a copy of a system-generated form from the appropriate case manager. If a case is appealed, the case manager will print a CJA 24 for mailing to counsel along with other material.

You will receive only a copy of the authorization form. You may make whatever other copies you need.

Fill in the form through Item 15. (Items 1-11 will be completed by the computer system if you request a form from a case manager.) Return one copy to the Clerk's Office; do not send it to the reporter.

After the form is reviewed/approved by a judicial officer, the Clerk's Office will give/send the approved authorization to the court or contract reporter for preparation of the transcript and completion of the Claims for Services portion.

Once the reporter has prepared the transcript, it will be sent to the attorney. The Clerk will certify, in Block 22, that the transcript has been received as the original is always filed with the court. The form will then be referred to a judicial officer for approval of payment.

Instructions:

Please review the instructions carefully. You will not be getting copies with each new request form so these will be your permanent reference.